

Graduation Cohort Report Update

Authorized users of the Single Record Student Database (SRSD) can view their districts' Graduation Cohort reports in the SRSD Application. The Center for Educational Performance and Information (CEPI) will be opening the Graduation/Dropout Review and Comment (GAD) Application in the spring of 2008 to allow districts to make limited corrections to their graduation cohorts, if necessary.

The GAD is being modified to present districts with student record-level information. Any modifications made will need to be at the student Unique Identification Code (UIC) level.

There will not be an opportunity to make changes to aggregate numbers. Variables that can be corrected for a student include race/ethnicity, gender, and exit codes.

For more information about the Graduation Cohort, go to <http://www.mi.gov/cepi> and click "Graduation Cohort" on the right side of the page, under "Quick Links".

Enrollment Dates

CEPI has received questions regarding Field 20: Date of Enrollment. Enrollment date is defined as **"The actual appearance, in person, at a school at any time during the current school term with the intent to attend school."**

Please do not report new students until they have actually begun attending schools. While some students and families may indicate intentions to enroll at your district, these students should not be reported as enrolled unless they were actually attending classes as of count date.

A Note on Privacy and Security Issues

Please avoid sending personally identifiable student data by e-mail. E-mail is not a secure method for sharing student data. When sending an e-mail message to CEPI, provide a general description of your issue only. CEPI will contact you by phone if more information is needed.

SRSD Rewrite

CEPI is currently finalizing the business requirements for the SRSD rewrite with key stakeholders such as the Michigan Department of Education, Department of Labor and Economic Growth, Department of Corrections, and the Office of State Budget. Once the business requirements have been signed by department directors, the project will move into the joint application design (JAD) phase, where the development of the system begins. While working in JAD, CEPI will also be engaging the intermediate school district (ISD) auditors and district pilot groups.

Phase 1 UIC Resolution

Once your ISD has successfully submitted your district's data to CEPI, district UIC resolvers should log in to the SRSD Application to complete Phase 1 UIC resolution.

Once you have completed Phase 1 UIC resolution, please make sure to use the "UIC Reports" link in SRSD to download any updated or newly created UICs, which should be imported into your student information system.

Tips for UIC Resolution

When two records are submitted with the same UIC, if both records are reported with exit status 19, the record with the more recent enrollment date will update the demographic information for that UIC.

If during Phase 1 UIC resolution you find another district's information has overwritten your own, you should contact the other district's UIC resolver to ensure that he or she is using the correct UIC. If the other record has a more recent enrollment date than yours, please contact CEPI Customer Support at CEPI@michigan.gov for assistance.

Adult Education Students

Please make sure that all adult education students are reported with code 20: Adult Education in Field 19: Grade or Setting. If adult ed. students are not properly reported, they may be added to your district's graduation cohort report.

Reporting Instructional Services to Non-publics

If your district sends teachers to educate students in a non-public setting, and you intend to claim partial FTE for the non-public students, this should be reported in the SRSD. Please report your district's code in Field 3: Operating District Number. However, the entry in Field 5: School or Facility should be the building code for the facility where those services are provided. In most of these instances, that will be the building code for the non-public school.

Coming Up

January 9, 2008 is the last day of Phase 1 UIC resolution. After this date, any unresolved records submitted with blank UICs will automatically be assigned new UICs, which may result in duplicate UICs for some students. Unresolved records submitted **with** UICs which are not resolved will continue to come up for resolution in future submissions.

February 15, 2008 is the first day for districts to submit their spring 2008 SRSD data to their ISDs. Districts will have until March 18 to complete this submission.

Questions? Comments? Let us know at CEPI@michigan.gov!